# United Services Military Apprenticeship Program (USMAP)

# What is USMAP?

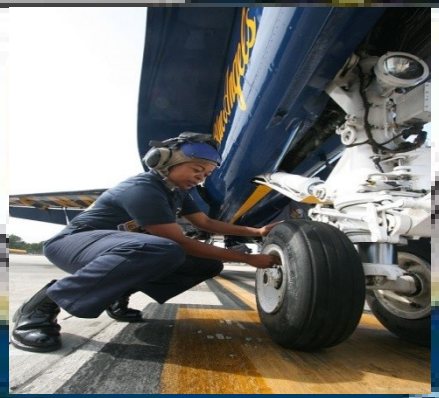
Department of Labor Registered Apprenticeship

UNITED STATES DEPARTMENT OF LABOR
Employment and Training Administration

A registered apprenticeship is a formalized structured training program which combines on-the-job training (OJT) and related technical instruction. Participants receive Industry determined practical and technical work experience training to develop essential skills that translates into a civilian career

# What does this program do?

Allows our Active Duty Navy including Full Time Support, Active Duty Marines Corps, and Active Duty Coast Guard members to obtain a Department of Labor Journeyman Certificate just like their civilian counterparts while serving their country.



# What are the Benefits?

- No Cost
- No off-duty hours required
- Proof of National recognition
- Documented work experience
- Receive a Department of Labor Certification of Completion; which not only enhances your military job skills, it demonstrates to your chain of command your motivation for more challenging military assignments.

# What are the Benefits? (cont'd)

- When transitioning to the civilian workforce, a Department of Labor Certificate of Completion gives you a competitive advantage in obtaining civilian jobs. Civilian employers recognize the value of apprenticeships and on-the-job experience which often translates into increased pay.

- Members benefit by getting the same credit for military work experience and training as their civilian counterparts in the civilian industry.

- For more information on the value of apprenticeships, visit U.S. Department of Labor's Registered Apprenticeship website at http://www.doleta.gov/oa/

# Requirements needed to Qualify

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- Be active duty Coast Guard, Marines Corps, or Navy including Full Time Support Sailors
- Be designated in a Rating/MOS
- Have sufficient time to complete the program while on active duty. (Minimum of 1 full year on current enlistment at the time of enrollment)
- Possess a high school diploma or GED
- Have completed the required training for the Trade
- The selected trade must be your primary job at your command.

# What do you receive when you complete a DOL trade?

Members who successfully complete USMAP are issued a Department of Labor Certificate of Completion of Apprenticeship and a Journeyman Card.

# How to Apply?

Enrolling online: Go to USMAP website https://usmap.netc.navy.mil; at the top of the page click “Enroll/Reinstate” link (Preferred method)

OR

Submit paper application (Apprentice Registration Application) which is also located on the website, click “Forms and Documents”. Then click “Apprentice Registration Application Form.”

USMAP
UNITED SERVICES
MILITARY APPRENTICESHIP
PROGRAM
Home | Program Info | Forms and Documents | My Records | Enroll/Reinstate | Trades | Help | Links

# Pre-registration Credit

- Is applied to members' account ONE time upon enrollment; it is never adjusted.
- To be eligible for pre-registration credit, there must be at least 1 year from:
  - the date of completion of the Rating/MOS training which qualified you for the trade to the date of enrollment.
  - OR the date of completion of the instruction/NEC that qualified you for the trade to the date of enrollment.
- 1000 hours for each FULL year, not to exceed 50% of the total required hours.
- As of 15 January 2015, Pre-registration credit will no longer be awarded for trades requiring 2200 or less OJT hours.

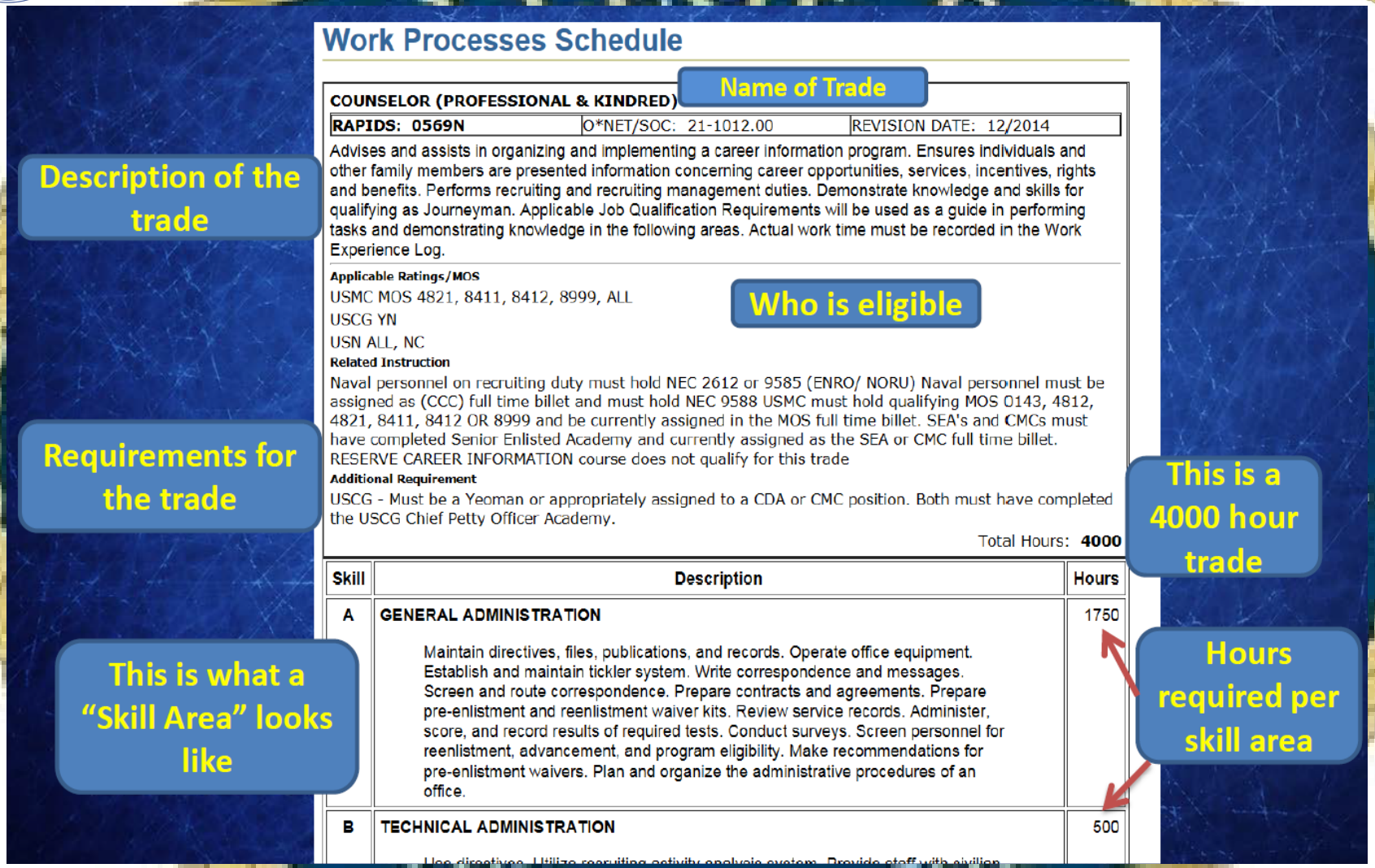
# Trades

- Requirements for the on-the-job hours are trade-related and will be different from trade to trade. The hours vary anywhere from 2000 work hours all the way to 8000, depending on your rating/MOS.

- Every trade requires related formal instruction training necessary to provide apprentices with knowledge in technical subjects related to the occupation. The instruction may be classroom, technical schools, or other approved means. “A” schools count regardless of length of school.

- Each trade is broken into work processes or skill areas. These skill areas form an outline of the tasks to be completed and the work hours required in each skill area.

# Work Processes Schedule



## Work Processes Schedule

**COUNSELOR (PROFESSIONAL & KINDRED)**

Name of Trade

| RAPIDS: 0569N | O*NET/SOC: 21-1012.00 | REVISION DATE: 12/2014 |
|---|---|---|

Advises and assists in organizing and implementing a career information program. Ensures individuals and other family members are presented information concerning career opportunities, services, incentives, rights and benefits. Performs recruiting and recruiting management duties. Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following areas. Actual work time must be recorded in the Work Experience Log.

**Applicable Ratings/MOS**

USMC MOS 4821, 8411, 8412, 8999, ALL

USCG YN

USN ALL, NC

Who is eligible

**Related Instruction**

Naval personnel on recruiting duty must hold NEC 2612 or 9585 (ENRO/ NORU) Naval personnel must be assigned as (CCC) full time billet and must hold NEC 9588 USMC must hold qualifying MOS 0143, 4812, 4821, 8411, 8412 OR 8999 and be currently assigned in the MOS full time billet. SEA's and CMCs must have completed Senior Enlisted Academy and currently assigned as the SEA or CMC full time billet. RESERVE CAREER INFORMATION course does not qualify for this trade

**Additional Requirement**

USCG - Must be a Yeoman or appropriately assigned to a CDA or CMC position. Both must have completed the USCG Chief Petty Officer Academy.

Total Hours: **4000**

| Skill | Description | Hours |
|---|---|---|
| A | **GENERAL ADMINISTRATION**<br>Maintain directives, files, publications, and records. Operate office equipment. Establish and maintain tickler system. Write correspondence and messages. Screen and route correspondence. Prepare contracts and agreements. Prepare pre-enlistment and reenlistment waiver kits. Review service records. Administer, score, and record results of required tests. Conduct surveys. Screen personnel for reenlistment, advancement, and program eligibility. Make recommendations for pre-enlistment waivers. Plan and organize the administrative procedures of an office. | 1750 |
| B | **TECHNICAL ADMINISTRATION**<br>Use directives. Utilize recruiting activity analysis system. Provide staff with civilian | 500 |

Description of the trade

Requirements for the trade

This is a 4000 hour trade

This is what a "Skill Area" looks like

Hours required per skill area

# Member's Responsibilities

- Member enroll into a trade by Rate/MOS
- Print off the Work Process Schedule. Use it to log your skill area hours
- Log hours daily until all skill areas are at zero
- (work experience hourly record)
- Have Supervisor/LPO/Sergeant review and sign weekly reports
- Have Division Officer/Chief, Second Level Supervisor, (Marines) Gunnery Sergeant review and sign monthly reports
- Have a Reviewing Officer review and sign Semiannual Report
- (Reviewer must have "By Direction" authority to sign the report)
- Submit Semiannual Progress Status Report to the USMAP Office.
- Print and keep all of your log sheets (weekly, monthly, and semiannual) for your records in case of audit or for a future employee may need to see your logs in addition to your DOL Certificate.

# CONTACT INFORMATION

- Web site: https://usmap.netc.navy.mil
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